

DDS 55-2414

FEDERAL CIVIL DEFENSE ADMINISTRATION
Battle Creek, Michigan

FCDA INTERAGENCY CIRCULAR NO. 2
September 16, 1955

TO: Heads of Executive Departments and Agencies

SUBJECT: Participation by Federal Employees in State and Local
Civil Defense Pre-emergency Training Programs

I. Purpose

The purpose of this Circular is to recommend participation of certain of the personnel of Federal departments and agencies in State and local pre-emergency civil defense training programs and test exercises pursuant to the provisions of Executive Order 10529.

II. Recommendation

A. Pursuant to authority contained in section 1 of Executive Order 10529, it is hereby recommended that personnel of your department or agency who have volunteered their services and have been accepted as members of the civil defense organization of a State or any political subdivision thereof, and whose services will not be required during emergency conditions for (1) continuity functions, (2) facilities self-protection functions, (3) delegated civil defense functions, or (4) assignment to FCDA, be made available for participation in pre-emergency civil defense training programs and test exercises of a State or of any political subdivision thereof.

B. It is further recommended that personnel whose services are not required for any of the four named functions and who have not joined local civil defense units be encouraged to do so.

III. Explanation

A. Federal employees who are not required for any of the four named functions may be detailed or assigned to State and local governments in a civil defense emergency period under authority of

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section 302(a) of the Federal Civil Defense Act of 1950, as amended, Executive Order 10346, and a standby Executive Order which, under present policy, will be issued by the President upon the declaration of an emergency. In order that the services of these persons may be effectively utilized in an emergency period, prior training is necessary.

B. Only personnel in this group should volunteer for duty in local civil defense units. Personnel required for the performance of the four listed functions should not volunteer; their duty will be with the Federal Establishment.

C. Since performance of duties in the four listed categories is duty of a Federal character, these employees are entitled to receive their usual compensation while performing such duties and for the time required for their training or preparation. Since employees who have volunteered their services to a State or local civil defense organization are not performing a Federal function in the pre-emergency phase, no clear authority existed prior to the issuance of Executive Order 10529 for payment of their regular salaries while training during Federal work hours. Under authority of Executive Order 10529 heads of Federal departments and agencies may authorize employees in the latter category to participate in pre-emergency training programs and exercises in cooperation with any State or local political subdivision and may grant each such employee leave for such activity.

IV. Conditions of Executive Order 10529

A. Personnel covered by the Order shall at all times remain subject to the jurisdiction and control of their departments and agencies.

B. Only full-time officers and employees are covered.

C. The period of official time authorized for training shall not exceed forty (40) working hours during a calendar year. It was contemplated by the Order that allowed time off from regular duties would be in the nature of excused absence.

D. To prevent abuses, the Order requires that proof must be given the department or agency that the Federal employee did in

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fact serve or participate in a training program or exercise. It is suggested that a procedure similar to that required in the case of sick leave in excess of three days be followed; i.e., a certification from the State or local civil defense director under whom the employee performed his civil defense duty.

V. Authority

Executive Order 10529, dated April 22, 1954.

Val Peterson
Administrator

Attachment
EO 10529